

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 23342	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Service Assistant	
3. Division West Region			12. Proposed Class Title	
4. Section ISD		For Use By Personnel Office	13. Allocation	
5. Unit PPS			14. Effective Date:	
6. Location (address where employee works)  City County			15. By	Approved
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

Agency  
Number

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name Douglas L. Stout Title Public Service Administrator II Position Number K0044480

Who evaluates the work of an incumbent in this position?

Name Douglas L. Stout Title Public Service Administrator II Position Number K0044480

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is given latitude to perform tasks within the time framework of policy manuals, clarifications, Federal and State regulations and State or Area procedures. Goals and objectives are established for this position by the Supervisor. State and local training will be provided to assist the employee in learning policy and procedures. Unit meetings, conference, and reports will be used to provide and evaluate goals, results and performance.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( X ) Major program failure, major property loss
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time		
30%	E	<p><b>1. MAINTENANCE OF INFORMATION AND ELIGIBILITY SYSTEMS</b></p> <p>This position is responsible for the establishment of the Foster Care eligibility and Independent living cases. Worker will be required to search multiple systems and follow established policy &amp; procedures in order to create or reopen an existing case. Worker must adhere to strict timelines when opening cases as set forth per State &amp; Regional policy. Worker will be responsible for issuing a medical letter at time of referral for youth in State custody for out of home placement. Worker will search multiple systems to determine if there is already an open medical case prior to issuing a medical letter. Referrals are received through a centralized e-mail system that this worker is responsible to monitor and manage. At time of referral, worker will ensure children in Foster Care receive authorization for medical coverage on date of custody. Documents all case specific information in a timely, clear and factual manner on required forms, in electronic systems. Worker will access the EATTS system and request an update to TPQY at time of referral. Worker will be responsible for uploading documents in KES through image now.</p>
30%	E	<p><b>2. AUTHORIZATION OF BENEFITS AND SERVICES</b></p> <p>Worker will gather and review documents required to initiate payment in the State payment system. Worker is responsible for reviewing vendor payments for accuracy and making corrections as needed. This requires working with PPS Units, prior to sending for payment to ensure providers or youth are paid timely. Through gathering supporting documents worker will verify that requests for services are accurate, ensuring social services goods are provided to meet the needs of the customer. Worker must follow state, federal and regional policies as is set out in the PPM to ensure the region is in compliance with purchase of goods. Worker is responsible for monitoring a youths Independent Living subsidy to ensure payments are made timely and for the correct amount. Worker will track the agreements to ensure that subsidy is stopped timely and the step down process is followed according to PPM. Maintains clear and timely records of all payments per PPM</p>
20%	E	<p><b>3. COMMUNICATION AND REPORTING</b></p> <p>Information is provided to appropriate parties in a courteous, positive and professional manner on a need to know basis. Uses excellent verbal and writing skills while maintaining confidentiality. Will assist Supervisor and Support Service Administrator with reports as requested.</p>
20%	E	<p><b>4. OTHER DUTIES AS ASSIGNED AND TRAINING</b></p> <p>Completes agreed upon tasks that are not specifically outlined in the position description but are important to the mission and vision of the Agency, the Region, the PPS division. Is responsible for individual learning by attending and participating in agency related trainings and team meetings and incorporating these changes to daily work. Accepts special projects and tasks assigned by the supervisor and or program administrator. Assists in Front desk coverage as needed.</p>


22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( X ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

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Employee will have daily contacts with other agency personal, and frequent contacts with the general public, community organizations, courts, law enforcement agencies, members of multi-disciplinary teams, community services providers and others to gather additional information, to determine eligibility and conduct reviews.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

- Work environment is that of atmosphere of a business office. Heating, cooling, lighting and ventilation are generally good. Incumbent may spend several hours per day using personal computer and other office machinery which may cause eye or muscle strain. Employee is generally free to get up from work station. Employee may encounter hostile or upset individuals who may on occasion threaten or inflict physical harm. A high level of stress may exist in performing duties due to the need to meet deadlines and program or resources limitations that may increase work load. Employee may also be required to lift boxes of items or other materials that weigh up to 50 lbs on and intermittent basis.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer with state access for state data system  
Internet  
e-mail  
Fax Machine  
copier  
Calculator  
Telephone used daily

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months of experience in general office, clerical or administrative support work.  
Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

The work requires light physical exertion. The employee works at a desk, requires the use of a personal computer, telephone and frequently interacts with individuals for the purpose of provider of providing information. The employee may be required to preform handling activities (stooping, bending, lifting) with lightweight or easily moved items (e.g books, file folders, boxes of office supplies, small machine parts, etc). preform moving activities for brief periods, operate light equipment and perform repetitive motions for brief periods. The employee is required to communicate verbally in order to work with external and internal customers, The employee uses a PC in order to gather and enter data, and may be required to operation a motor vehicle to travel to / from required meetings.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority                      Date